

Ways your PHI Can Be Used If You Are Given The Opportunity To Agree Or Object

Notification and Communication with Family and Caregivers:

Health professionals, using their best judgment, may release to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Your Rights

Federal law grants you certain rights with respect to your PHI. Specifically, you have the right to:

- Receive notice of the Institute's policies and procedures used to protect your PHI.
- You may ask that certain uses and disclosures of your PHI be restricted.
- You may ask to inspect and copy your PHI; however, the request must be in writing.
- You may ask that your PHI be amended; however, the request must be in writing.
- You may obtain an accounting of certain disclosures by the Institute of your PHI after the effective date of this notice.
- You may cancel any prior authorizations or consents for use or disclosure of PHI, except to the extent that action has already been taken.
- Request communication of your PHI by alternative means or at alternative locations.

Our Responsibilities

Federal law also imposes certain obligations and duties upon the Institute with respect to your PHI. Specifically, the Institute is required to:

- Provide you with a notice of the Institute's legal duties and this Institute's policies regarding the use and disclosure of your Protected Health Information;

- Maintain the privacy of your PHI in accordance with state and federal law.
- Respond to your request to restrict certain uses and disclosures of your PHI.
- Allow you to inspect and obtain a copy your PHI during the regular business hours and according to this Institute's policy.
- Act on your request to amend PHI within sixty (60) days and notify you of any delay that would require the Institute to extend the deadline by thirty (30) days.
- Accommodate reasonable requests to communicate PHI by alternative means or methods.
- Abide by the terms of the notice currently in effect.

For More Information Or To Report A Problem

This notice has been provided to you as a summary of how the Institute will use your PHI and your rights with respect to your PHI. If you have any questions or for more information regarding your PHI, please contact the Privacy Official at the phone number as shown on the front of this brochure.

If you believe your privacy rights have been violated, you may file a complaint by contacting the Privacy Official at the phone number listed on the front of this brochure. You may also file a complaint with the Secretary of Health and Human Services. If you file a complaint, there will be no retaliation and you will continue to receive care and treatment.

This Institute reserves the right to revise practices with respect to Protected Health Information and to amend this notice. Should you wish to obtain a revised Privacy Notice, contact the Privacy Officer of this Institute.

Esta Nota de Prácticas de Intimidación está disponible en el español del Oficial de la Intimidación denominado en la frente de este folleto.

Comm 210 (4/03)

Privacy Notice

Mental Health Institute Independence, Iowa

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) REQUIRES THAT THIS INSTITUTE PROVIDE YOU WITH A COPY OF THE INSTITUTE'S PRIVACY NOTICE. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have questions, or need more information regarding your Protected Health Information, contact:

Privacy Officer
Mental Health Institute
2277 Iowa Avenue
Independence, IA 50644
PH: 319-334-2583

Effective Date: April 14, 2003

Introduction

While receiving care from this Institute, information regarding your medical history, treatment and payment for your health care may be originated and/or received by us. Information which can be used to identify you and which relates to your medical care or your payment for medical care is protected by state and federal law ("Protected Health Information, also known as PHI").

How Your PHI May Be Used And Disclosed

Except for the types of situations listed below, the Institute must obtain your specific written authorization for any other release of your PHI. If you sign an authorization form, you may cancel your authorization at any time, as long as your cancellation is in writing. If you wish to cancel your authorization, please submit your written instructions to your social worker or the Institute's Privacy Official.

How The Institute Will Use Your Health Information For Treatment

During your care at this Institute, it may be necessary for various personnel who are involved in your case to have access to your protected health information in order to provide you with quality care. Those individuals may include, but are not limited to, physicians, nurses, social workers, rehabilitation staff, income maintenance workers and dietitians. This Institute provides multi-disciplinary care to the people we serve. Therefore, staff working in all areas of your care need access to your PHI.

It may also be necessary to release your PHI to health care providers outside the Institute who are involved in your care. For example, this Institute uses an external acute care facility for hospitalizations and/or clinic appointments. This Institute must release relevant PHI to these agencies to ensure continuation of your medical care. In addition, the Institute may have students that assist staff during their training or are here to do research. Those persons are required to sign confidentiality statements before they are allowed access to your PHI.

How The Institute Will Use Your Health Information For Payment

It is necessary for the Institute to use or release PHI to you, your insurance company, or other third party payor, so that treatment and services provided by the Institute may be billed and collected.

Bills requesting payment may include PHI, which identifies you, your diagnosis, and any procedures or supplies used. This Institute may also release your PHI to another health care provider, individual or entity covered by the HIPAA privacy regulations for payment activities, including, but not limited to Medicaid, Medicare or your personal health insurance carrier.

How The Institute Will Use Your Health Information For Health Care Operations

Your PHI may also be used for Institute operations, which are necessary to ensure our Institute provides the highest quality of care. For example, your PHI may be used by hospital staff and by students/trainees at the hospital for learning or quality assurance purposes.

As Required Or Permitted By Law

- Abuse Reporting: Sometimes facilities must report your PHI to legal authorities, such as law enforcement officials, court officials, or government agencies. For example, the Institute may have to report abuse, neglect, domestic violence or certain physical injuries, or respond to a court order.
- Public Health Activities: Your protected health information may be required to be released to authorities to help prevent or control disease, injury, or disability, including but not limited to, the reporting of disease, injury, vital events such as birth or death and the conduct of public health surveillance, investigations and interventions.
- Health Oversight Activities: The Institute may release your PHI to agencies that monitor, investigate, inspect, discipline or license those who work in the health care system.

- To Avoid A Serious Threat To Health Or Safety: As required by law and standards of ethical conduct, we may release your PHI to the proper authorities if it is believed, in good faith, that it is necessary to prevent or minimize a serious and approaching threat to you or others' health or safety.
- Law Enforcement: The Institute may release your PHI for law enforcement purposes as required by law or in response to a court order, subpoena or warrant or other lawful process.
- Specialized Government Functions: Your PHI may be used or disclosed for a variety of government functions, subject to some limitations. These government functions include:
 - Military and veterans activities;
 - National security and intelligence activities;
 - Protected service of the President and others;
 - Correctional institutions and law enforcement custodial situations; or
 - Provision of public benefits.
- Judicial and Administrative Proceedings: If you are involved in a lawsuit or other administrative proceeding, we may release your Protected Information in response to a court order requesting the release.
- Workers Compensation: We may release PHI to comply with laws relating to workers compensation or other similar programs established by law.
- Social Security Administration: The Institute may release PHI for eligibility and benefit determinations.
- The Institute may release your PHI to people involved with obtaining, storing or transplanting organs, for donation purposes.

Research Purposes

Your PHI may be used or released for research purposes. Such research might try to find out whether a certain treatment is effective in curing an illness. In such cases, information that identifies you will be removed.